

Travel Expense Field Audit Guide

Purpose	Assist Business Managers, Supervisors and support staff with pre-audit of <u>travel</u> expense accounts prior to submittal to Finance & Management/Payroll Division.
Source Documents	<input type="checkbox"/> Bulletin 3.4 Reimbursement for Travel Related Expenses <input type="checkbox"/> Labor Contracts (Expense Articles) Employees MUST use electronic Expense form via tab at the bottom of their electronic Timesheet form. (See P.O. for employee updated electronic Expense & Timesheet form.) <input type="checkbox"/> Link to Convert Canadian Dollars to American Dollars
Outcome	Timely and accurate payment of employee <u>travel</u> related expenses.

CHECK LIST

- ☐ Valid Employee number, Name, pay group, workstation and residence.
- ☐ Require Original Signature OR Missing Employee Signature/Supervisor Signature. (Initials/Rubber Stamps NOT acceptable)
- ☐ Receipts stapled to the back of appropriate expense form in the top left corner. (No Paper Clips)
- ☐ Acceptable Proof of Payment: Cancelled Check, Paid Receipt or Credit Card Statement.
- ☐ Meals Issues (Must not exceed contractual amounts, etc)
- ☐ Explanation to substantiate reimbursement with departure/return time.
- ☐ Line totals and Grand total (Page 1) must be entered.
- ☐ Multiple pages:
 - Grand total of all pages on Page 1 only
 - **Do not staple multiple page expenses together**
 - Page Numbering – Please **highlight** all except last page.
 - **Page 1 of 3**
 - **Page 2 of 3**
 - Page 3 of 3
- ☐ Out of State Travel: Include signed Out-of-State- Travel Authorization form.
- ☐ Dates noted on Out of State Travel form must match dates on expense form.
- ☐ Out of Country: Include approval by Secretary of Administration.
- ☐ Month and date must be entered (combine duplicate date/chartfield information to one line).
- ☐ Correct expense reimbursement code must be entered.
- ☐ Already paid expenses must be removed.
- ☐ Expenses from two different calendar years must be submitted on separate expense forms.
- ☐ Expenses incurred more than 60 days prior to submission must include signature of Department H
- ☐ Hotel bills must be **itemized by day** with appropriate expense code /showing zero balance.
- ☐ Mileage- only whole values for number of miles.
- ☐ Rental Cars require Department Head approval.
- ☐ Non Travel related expenses should be paid in VISION thru your Business Manager.
- ☐ **WITH MOST TRAVEL RELATED EXPENSES, EVERY EFFORT SHOULD BE MADE TO PAY IN ADVANCE OR DIRECT BILL WITH DEPARTMENT CREDIT CARD.**

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INSTATE EXPENSES

MM – Mileage/Instate

- Must provide date, location, times and purpose.
- Home to work station Okay for 'Call In Only'.

BX/LX/SX – Meals/Instate (Non Taxable) \$5.00/\$6.00*/\$12.85

- Must provide depart/return times and where meal taken.
- *Instate lunches are only available based on specific contract provisions to a limited state employee population.

CM - Incidentals/Instate

- Paid receipts are highly encouraged but explanations are required. (tolls, tip for maid, parking)

RM – Lodging/Instate

- One employee may not pay for another employee's room charges.
- Attach a copy of the hotel receipt (MUST be itemized by DAY with appropriate expense codes showing a zero balance).

PM – Transportation/Instate

- Paid receipt required (cabs, buses, trains, planes)
- Car Rental requires approval by Department Head.

OUT OF STATE EXPENSES

MT – Mileage/Out of State

- Must provide date, location, times and purpose.
- Home to work station Okay for 'Call In Only'.

XB/XL/XS – Meals/Out of State (Non Taxable) \$6.25/\$7.25/\$18.50

- Must provide depart/return times and where meal taken.

Breakfast – Leave before 5:30 am

Lunch – Away 6 hours (only out of state travel).

Supper – Return after 6:30 pm.

Employee reimbursements for meal expenses are limited to actual expenses incurred for food, service and gratuities, not to exceed the maximum set forth in 3.4 Bulletin/Labor Contracts.

CT - Incidentals/Out of State

- Paid receipts are highly encouraged but explanations are required. (tolls, tip for maid, parking)

RT – Lodging/Out of State

- One employee may not pay for another employee's room charges.
- Attach a copy of the hotel receipt (MUST be itemized by DAY with appropriate expense codes showing a zero balance).

PT – Transportation/Out of State

- Paid receipt required (cabs, buses, trains, planes)
- Car Rental requires approval by Department Head.

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EXPENSE CODES

ME – Moving Expense

- Must have prior written approval from Commissioner of DHR approving costs.

EA – Misc. Materials/Supplies

- Paid receipt required for emergency purchases. Explanation required.

E1 – Office Supplies

- Paid receipt required for emergency purchases only. Remember this procedure should only be used for office supplies purchases while on travel for the SOV. **Normal office supply purchases should be processed through normal department procedures.**
- Over \$50 should be paid through VISION.

E2 – Vehicle/Equipment Supplies

- Paid receipt required (state vehicle gas, state vehicle car wash, etc)

E3 – Vehicle/Equipment Repair

- Paid receipt required.

E4 – Registration Fees

- Paid receipt required (conferences)
- Over \$100 should be paid through VISION.

E5 – Freight/Express Charges

- Paid receipt required.

E6 – Postage

- Paid receipt required (certified letters)

E7 – Telephone

- Paid receipt required. Claims for telephone bills, **use the billing date**. All business related calls must be highlighted.
- Claims for reimbursement for long distance phone calls on hotel bills must be fully documented. (ex: name/place/date of call).
- When away on SOV business overnight, employees may place an ‘arrived safe’ call home.

E8 – Support of Persons

- Paid receipt required.
- NO snacks, refreshments and/or gifts allowed (this includes Employee Recognition)
- Meal maximums are the same dollar amount as set forth for employees. Meals that exceed the maximum must have Department Head approval.

E9– Tuition Reimbursement

- Submit tuition payments thru the Tuition Reimbursement Program. If not covered under this program, submit via VISION. (See Tuition Reimbursement Article in Labor Contracts)

CERTIFICATION SUBMISSION

Include signed certification with alphabetized list of expenses for submittal to the Payroll Division by the deadline.